



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 06
For Meeting of 04/07/2016

ITEM TITLE: Consent Agenda
CONTACT PERSON:

Expenditures

This item is on the agenda for the approval of payment per the attached claims list.

Tax abatement

The following tax abatement applications were submitted for approval:

Liquor license renewals

This item is on the agenda for approval per the attached request.

Cal's Fine Food & Spirits II – LC0034548

Dollar General Store #284 – BC0029868

Gateway Market MLK, event at the Wright Place – LCV64137

Proclamation

Declaring April as Child Abuse Awareness month

Resolutions

The attached resolutions are on the agenda for consideration:

Resolution requesting changes to the Federal Classification system for three streets, Beardsley Street, 50th Avenue and 80th Avenue

Resolution approving permanent part time position in the Planning & Economic Development Department

Action items

These items are on the agenda for approval by council:

Receive and file

The attached reports are submitted for informational purposes:

Monthly reports for February

STAFF RECOMMENDATION: Approve consent agenda on a roll call vote.

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-002136 ACME TOOLS						
I-4055630		TOOLS	218.99			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TOOLS		110 5-210-2-6507	OPERATING SUPPLIES	218.99
=== VENDOR TOTALS ===			218.99			
=====						
01-003260 ADVENTURE LIGHTING						
I-056585		LIGHTING	247.29			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		LIGHTING		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	247.29
=== VENDOR TOTALS ===			247.29			
=====						
01-000764 BRIAN PETTIT						
I-201604012218		TRAINING LUNCH REIMBURSEMENT	10.17			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TRAINING LUNCH REIMBURSEMENT		110 5-210-1-6230	EDUCATION AND TRAINING	10.17
=== VENDOR TOTALS ===			10.17			
=====						
01-001436 BSN PASSONS GSC CONLIN SPORTS						
I-97223504		BALL FIELDS EQUIPMENT	1,446.88			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		BALL FIELDS EQUIPMENT		001 5-440-2-6507	OPERATING SUPPLIES	1,446.88
=== VENDOR TOTALS ===			1,446.88			
=====						
01-002281 CALHOUN BURNS AND ASSOC						
I-2015226.00-1		50TH AVE BRIDGE	2,116.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		50TH AVE BRIDGE		435 5-210-2-6407	ARCHITECTURE & ENGINEERI	2,116.00
=== VENDOR TOTALS ===			2,116.00			
=====						
01-000147 CAPITAL SANITARY SUPPLIES						
I-C205747		JANITORIAL SUPPLIES	229.22			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		JANITORIAL SUPPLIES		001 5-650-2-6310	BUILDING MAINTENANCE/REP	28.98
		JANITORIAL SUPPLIES		001 5-110-2-6310	BUILDING MAINTENANCE/REP	171.26
		JANITORIAL SUPPLIES		110 5-210-2-6507	OPERATING SUPPLIES	28.98
=== VENDOR TOTALS ===			229.22			

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003314 CHRIS MURILLO						
I-201604012219		TRAINING LUNCH REIMBURSEMENT	8.47			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TRAINING LUNCH REIMBURSEMENT		610 5-815-1-6230	EDUCATION AND TRAINING	8.47
=== VENDOR TOTALS ===			8.47			
=====						
01-002864 CIS ATHLETIC SUPPLY						
I-16-5984		PITCH MOUND REPAIR	600.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		PITCH MOUND REPAIR		001 5-460-2-6320	GROUNDS MAINTENANCE & RE	600.00
=== VENDOR TOTALS ===			600.00			
=====						
01-001162 CNM OUTDOOR EQUIPMENT						
I-119567		TOOLS MAINTENANCE	99.36			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TOOLS MAINTENANCE		001 5-299-2-6350	OPERATIONAL EQUIPMENT RE	99.36
=== VENDOR TOTALS ===			99.36			
=====						
01-003703 CODY RIES						
I-201604012220		TRAINING LUNCH REIMBURSEMENT	6.67			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TRAINING LUNCH REIMBURSEMENT		110 5-210-1-6230	EDUCATION AND TRAINING	6.67
=== VENDOR TOTALS ===			6.67			
=====						
01-003558 DAVIS EQUIPMENT CORPORATION						
I-JI06917		TOOLS MAINTENANCE	556.52			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TOOLS MAINTENANCE		001 5-299-2-6350	OPERATIONAL EQUIPMENT RE	556.52
=== VENDOR TOTALS ===			556.52			
=====						
01-000158 DES MOINES WATER WORKS						
I-201604012221		DMWW	290.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		DMWW		600 5-811-2-6413	PAYMENT FOR SERVICES	290.00
=== VENDOR TOTALS ===			290.00			

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003672		EXTERIOR SHEET METAL, INC.				
I-146068		MATERIALS	121.68			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		MATERIALS		600 5-810-2-6310	BUILDING MAINTENANCE/REP	121.68
=== VENDOR TOTALS ===			121.68			
=====						
01-000030		FREEDOM TIRE & AUTO CENTER				
I-49563		PW PICK UP	384.88			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		PW PICK UP		001 5-299-2-6331	VEHICLE OPERATIONS	384.88
=== VENDOR TOTALS ===			384.88			
=====						
01-001312		GE CAPITAL				
I-64559782		RETURN CHARGE	75.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		RETURN ASSET		001 5-150-2-6415	RENTS & LEASES	75.00
=== VENDOR TOTALS ===			75.00			
=====						
01-003328		GENERAL FIRE AND SAFETY EQUIPM				
I-21155		INSPECTION	252.45			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		INSPECTION		110 5-210-2-6331	VEHICLE OPERATIONS	252.45
I-21156		INSPECTION	1,446.45			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		INSPECTION		001 5-110-2-6310	BUILDING MAINTENANCE/REP	1,446.45
I-21157		INSPECTION	364.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		INSPECTION		001 5-650-2-6310	BUILDING MAINTENANCE/REP	66.75
		INSPECTION		001 5-410-2-6310	BUILDING MAINTENANCE/REP	141.50
		INSPECTION		001 5-440-2-6310	BUILDING MAINTENANCE/REP	103.50
		INSPECTION		001 5-110-2-6310	BUILDING MAINTENANCE/REP	52.25
=== VENDOR TOTALS ===			2,062.90			

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001079 GRIMES ASPHALT AND PAVING CO						
I-10110		COLD MIX	226.30			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		COLD MIX		110 5-210-2-6417	STREET MAINTENANCE SUPPL	226.30
=== VENDOR TOTALS ===			226.30			
=====						
01-000352 HALLETT MATERIALS						
I-1309990		ROADSTONE	3,076.26			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ROADSTONE		110 5-210-2-6417	STREET MAINTENANCE SUPPL	3,076.26
I-1310003		ROADSTONE	306.02			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ROADSTONE		110 5-210-2-6417	STREET MAINTENANCE SUPPL	306.02
=== VENDOR TOTALS ===			3,382.28			
=====						
01-001695 HARLAND TECHNOLOGY SERVICES						
I-13845069		TONER	257.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TONER		001 5-650-2-6506	OFFICE SUPPLIES	257.00
=== VENDOR TOTALS ===			257.00			
=====						
01-003657 HILLTOP TIRE						
I-0138822		JAC MOWER TIRES	57.84			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		JAC MOWER TIRES		001 5-299-2-6350	OPERATIONAL EQUIPMENT RE	57.84
=== VENDOR TOTALS ===			57.84			
=====						
01-003673 JACKSON CREEK ENTERPRISES						
I-201604012222		FOUNDERS' DISTRICT	117,525.81			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		FOUNDERS' DISTRICT		600 5-810-3-6728	CAPITAL IMPROVEMENTS	117,525.81
=== VENDOR TOTALS ===			117,525.81			

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003704	JEBRO, INC.					
I-94553		OIL FILTERS	30.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		OIL FILTERS		110 5-210-2-6331	VEHICLE OPERATIONS	30.00
=== VENDOR TOTALS ===			30.00			
=====						
01-003705	JERRILYN DAVEY-BECK					
I-201604012223		MAILBOX REIMBURSEMENT	54.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		MAILBOX REIMBURSEMENT		110 5-210-2-6417	STREET MAINTENANCE SUPPL	54.00
=== VENDOR TOTALS ===			54.00			
=====						
01-003337	LASER RESOURCES					
I-AR367752		RETURN CHARGE	495.16			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		RETURN CHARGE		001 5-150-2-6415	RENTS & LEASES	247.58
		RETURN CHARGE		001 5-650-2-6415	RENTS & LEASES	247.58
=== VENDOR TOTALS ===			495.16			
=====						
01-000644	MENARDS					
I-21672		SUPPLIES	21.95			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		SUPPLIES		001 5-299-2-6504	MINOR EQUIPMENT	21.95
I-22528		EQUIPMENT	110.47			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		EQUIPMENT		110 5-210-2-6417	STREET MAINTENANCE SUPPL	110.47
I-22919		PAINT SUPPLIES	257.78			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		PAINT SUPPLIES		110 5-210-2-6417	STREET MAINTENANCE SUPPL	257.78
=== VENDOR TOTALS ===			390.20			
=====						
01-002554	MERCY COLLEGE OF HEALTH SCIENC					
I-103167		CPR AED ECARDS	104.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		CPR AED ECARDS		001 5-160-1-6230	EDUCATION AND TRAINING	104.00
=== VENDOR TOTALS ===			104.00			

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-005343 METRO WASTE AUTHORITY						
I-50045281		TURF GOLD	176.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TURF GOLD		110 5-210-2-6417	STREET MAINTENANCE SUPPL	176.00
I-50045282		TURF GOLD	176.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TURF GOLD		110 5-210-2-6417	STREET MAINTENANCE SUPPL	176.00
I-50045301		TURF GOLD	176.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TURF GOLD		110 5-210-2-6417	STREET MAINTENANCE SUPPL	176.00
I-70006763		GARBAGE SERVICE	28,704.28			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		GARBAGE SERVICE		001 5-290-2-6404	COLLECTION COSTS	28,704.28
I-70006769		LARGE ITEM STICKERS	1,000.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		LARGE ITEM STICKERS		001 5-290-2-6404	COLLECTION COSTS	1,000.00
I-70006783		CURB IT SERVICE	8,715.35			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		CURB IT SERVICE		001 5-290-2-6404	COLLECTION COSTS	8,715.35
		=== VENDOR TOTALS ===	38,947.63			
=====						
01-003706 MICHAEL SCHULTZ						
I-201604012224		TRAINING LUNCH REIMBURSEMENT	9.21			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TRAINING LUNCH REIMBURSEMENT		110 5-210-1-6230	EDUCATION AND TRAINING	9.21
		=== VENDOR TOTALS ===	9.21			
=====						
01-002660 MID IOWA SOLID WASTE EQUIPMENT						
I-41129		SWEEPER PARTS	119.09			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		SWEEPER PARTS		110 5-270-2-6331	VEHICLE OPERATIONS	119.09
		=== VENDOR TOTALS ===	119.09			

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003707 MIKE MYER						
I-201604012225		TRAINING LUNCH REIMBURSEMENT	9.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TRAINING LUNCH REIMBURSEMENT		610 5-815-1-6230	EDUCATION AND TRAINING	9.00
=== VENDOR TOTALS ===			9.00			
=====						
01-000618 MUNICIPAL SUPPLY						
I-0617018-IN		SUPPLIES	4,653.60			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		SUPPLIES		600 5-810-3-6728	CAPITAL IMPROVEMENTS	4,653.60
I-0617034-IN		POOL METER	602.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		POOL METER		600 5-810-3-6728	CAPITAL IMPROVEMENTS	602.00
=== VENDOR TOTALS ===			5,255.60			
=====						
01-001502 NANCY KUEHL						
I-201604012226		CANDY / PRIZES	84.90			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		CANDY / PRIZES		001 5-440-2-6507	OPERATING SUPPLIES	84.90
=== VENDOR TOTALS ===			84.90			
=====						
01-000664 NORWALK READY-MIXED CONCRETE,						
I-170226		MAIN ST & LEWIS	960.50			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		MAIN ST & LEWIS		110 5-210-2-6417	STREET MAINTENANCE SUPPL	960.50
=== VENDOR TOTALS ===			960.50			
=====						
01-001690 OVERHEAD DOOR COMPANY						
I-65133		TOP DOOR SEAL	31.20			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TOP DOOR SEAL		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	31.20
=== VENDOR TOTALS ===			31.20			

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001018 PAUL SWIFT						
I-201604012227		VISION REIMBURSEMENT	219.80			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		VISION REIMBURSEMENT		110 5-210-1-6182	ALLOWANCES	219.80
=== VENDOR TOTALS ===			219.80			
=====						
01-000768 PEEK SALES & SERVICE						
I-12449		GRASSHOPPER PARTS	32.35			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		GRASSHOPPER PARTS		001 5-299-2-6331	VEHICLE OPERATIONS	32.35
I-12460		CONCRETE SAW PARTS	114.13			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		CONCRETE SAW PARTS		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	114.13
=== VENDOR TOTALS ===			146.48			
=====						
01-002576 PURCHASE POWER						
I-201604012228		POSTAGE	1,000.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		POSTAGE		001 5-650-2-6508	POSTAGE AND SHIPPING	105.49
		POSTAGE		001 5-599-2-6508	POSTAGE AND SHIPPING	98.34
		POSTAGE		600 5-811-2-6508	POSTAGE AND SHIPPING	504.02
		POSTAGE		610 5-816-2-6508	POSTAGE AND SHIPPING	170.29
		POSTAGE		740 5-865-2-6507	OPERATING SUPPLIES	56.17
		POSTAGE		001 5-150-2-6508	POSTAGE AND SHIPPING	21.66
		POSTAGE		001 5-110-2-6508	POSTAGE AND SHIPPING	17.27
		POSTAGE		001 5-410-2-6508	POSTAGE AND SHIPPING	16.86
		POSTAGE		001 5-440-2-6508	POSTAGE AND SHIPPING	9.90
=== VENDOR TOTALS ===			1,000.00			
=====						
01-003350 SARA MYERS						
I-201604012229		BASKETBALL REFUND	57.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		BASKETBALL REFUND		001 5-440-2-6420	REFUNDS	57.00
=== VENDOR TOTALS ===			57.00			

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003130	SARAH HOMMER					
I-201604012230		EGG HUNT REFUND	10.60			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		EGG HUNT REFUND		001 5-440-2-6420	REFUNDS	10.60
=== VENDOR TOTALS ===			10.60			
=====						
01-005536	SCCIC					
I-201604012231		2016 DUES	100.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		2016 DUES		001 5-210-1-6230	EDUCATION AND TRAINING	100.00
=== VENDOR TOTALS ===			100.00			
=====						
01-002435	TYLER TECHNOLOGIES					
I-025-151340		SET UP	62.50			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		SET UP		001 5-670-2-6490	CONSULTANT & PROFESSIONA	62.50
I-025-151762		CONFIGURATION	250.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		CONFIGURATION		001 5-670-2-6490	CONSULTANT & PROFESSIONA	250.00
=== VENDOR TOTALS ===			312.50			
=====						
01-001052	VEENSTRA & KIMM INC.					
I-14267-033-3		LEGACY PLAT 19	79.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		LEGACY PLAT 19		001 5-599-2-6490	CONSULTANT & PROFESSIONA	79.00
I-14267-037		ORCH HILLS VILLAS	159.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ORCH HILLS VILLAS		001 5-599-2-6490	CONSULTANT & PROFESSIONA	159.00
I-14267-040-2		TIMBER VIEW PLAT 1	79.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TIMBER VIEW PLAT 1		001 5-599-2-6490	CONSULTANT & PROFESSIONA	79.00
I-14267-042-2		ESTATES ON THE RIDGE PLAT 2 F	40.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ESTATES ON THE RIDGE PLAT 2 FI		001 5-599-2-6490	CONSULTANT & PROFESSIONA	40.00
I-14267-044-2		OLD SCHOOL PLAT 2	28.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		OLD SCHOOL PLAT 2		001 5-599-2-6490	CONSULTANT & PROFESSIONA	28.00

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001052	VEENSTRA & KIMM INC.	(** CONTINUED **)				
I-14267-045-1		MARKETPLACE AT ECHO VALLEY	56.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		MARKETPLACE AT ECHO VALLEY		001 5-599-2-6490	CONSULTANT & PROFESSIONA	56.00
I-14275-1		ORCH VIEW REG DET PARK	2,695.84			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ORCH VIEW REG DET PARK		420 5-865-2-6407	ARCHITECTURE & ENGINEER	2,695.84
I-14277-3		ORCH VIEW REG DET PARK	316.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ORCH VIEW REG DET PARK		420 5-599-2-6407	ARCHITECTURE & ENGINEERI	316.00
I-14283-5		WATER DIST SYS UPGRADE	309.61			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		WATER DIST SYS UPGRADE		600 5-810-3-6728	CAPITAL IMPROVEMENTS	309.61
I-14284-4		WATER DIST SYS UPGRADES	5,885.98			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		WATER DIST SYS UPGRADES		600 5-810-3-6728	CAPITAL IMPROVEMENTS	5,885.98
I-14287-4		BEARDSLEY REG DET FAC PH1	3,298.96			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		BEARDSLEY REG DET FAC PH1		305 5-210-2-6407	ENGINEERING EXPENSE	3,298.96
		=== VENDOR TOTALS ===	12,947.39			
=====						
01-001629	WADES AUTO GLASS					
I-12303		UNIT 127	173.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		UNIT 127		001 5-110-2-6332	VEHICLE REPAIR	173.00
		=== VENDOR TOTALS ===	173.00			
		=== PACKET TOTALS ===	191,380.52			

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 191,380.52
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 191,380.52

** G/L ACCOUNT TOTALS **

				=====LINE ITEM=====			=====GROUP BUDGET=====		
BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE
2015-2016	001-2020		ACCOUNTS PAYABLE	46,009.78-*					
	001-5-110-2-6310		BUILDING MAINTENANCE/REP	1,669.96	40,000	16,906.32			
	001-5-110-2-6332		VEHICLE REPAIR	173.00	17,500	9,074.01			
	001-5-110-2-6508		POSTAGE AND SHIPPING	17.27	1,300	114.41-	Y		
	001-5-150-2-6415		RENTS & LEASES	322.58	3,120	6.70			
	001-5-150-2-6508		POSTAGE AND SHIPPING	21.66	0	93.79-	Y		
	001-5-160-1-6230		EDUCATION AND TRAINING	104.00	5,800	5,202.00			
	001-5-210-1-6230		EDUCATION AND TRAINING	100.00	0	100.00-	Y		
	001-5-290-2-6404		COLLECTION COSTS	38,419.63	440,000	37,795.38			
	001-5-299-2-6331		VEHICLE OPERATIONS	417.23	15,000	7,132.33			
	001-5-299-2-6350		OPERATIONAL EQUIPMENT RE	713.72	4,500	1,538.41			
	001-5-299-2-6504		MINOR EQUIPMENT	21.95	2,500	2,141.83			
	001-5-410-2-6310		BUILDING MAINTENANCE/REP	141.50	14,000	6,307.70			
	001-5-410-2-6508		POSTAGE AND SHIPPING	16.86	3,500	2,818.63			
	001-5-440-2-6310		BUILDING MAINTENANCE/REP	103.50	500	396.50			
	001-5-440-2-6420		REFUNDS	67.60	3,000	2,349.90			
	001-5-440-2-6507		OPERATING SUPPLIES	1,531.78	30,000	5,264.61			
	001-5-440-2-6508		POSTAGE AND SHIPPING	9.90	500	1,326.68-	Y		
	001-5-460-2-6320		GROUNDS MAINTENANCE & RE	600.00	25,000	20,800.00			
	001-5-599-2-6490		CONSULTANT & PROFESSIONA	441.00	55,000	23,592.53			
	001-5-599-2-6508		POSTAGE AND SHIPPING	98.34	400	228.65-	Y		
	001-5-650-2-6310		BUILDING MAINTENANCE/REP	95.73	6,000	2,032.56-	Y		
	001-5-650-2-6415		RENTS & LEASES	247.58	5,000	491.17			
	001-5-650-2-6506		OFFICE SUPPLIES	257.00	2,250	1,370.36-	Y		
	001-5-650-2-6508		POSTAGE AND SHIPPING	105.49	4,500	3,413.77			
	001-5-670-2-6490		CONSULTANT & PROFESSIONA	312.50	43,000	16,851.41			
	110-2020		ACCOUNTS PAYABLE	6,807.31-*					
	110-5-210-1-6182		ALLOWANCES	219.80	1,200	707.20			
	110-5-210-1-6230		EDUCATION AND TRAINING	26.05	1,500	264.08			
	110-5-210-2-6331		VEHICLE OPERATIONS	282.45	37,000	13,806.59			
	110-5-210-2-6350		OPERATIONAL EQUIPMENT RE	392.62	12,000	16,692.81-	Y		

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		110-5-210-2-6417	STREET MAINTENANCE SUPPL	5,519.33	80,000	17,953.94		
		110-5-210-2-6507	OPERATING SUPPLIES	247.97	15,000	9,266.80		
		110-5-270-2-6331	VEHICLE OPERATIONS	119.09	1,200	651.59		
		305-2020	ACCOUNTS PAYABLE	3,298.96-*				
		305-5-210-2-6407	ENGINEERING EXPENSE	3,298.96	0	4,447.46- Y		
		420-2020	ACCOUNTS PAYABLE	3,011.84-*				
		420-5-599-2-6407	ARCHITECTURE & ENGINEERI	316.00	151,940	108,697.35		
		420-5-865-2-6407	ARCHITECTURE & ENGINEER	2,695.84	26,750	134,951.09- Y		
		435-2020	ACCOUNTS PAYABLE	2,116.00-*				
		435-5-210-2-6407	ARCHITECTURE & ENGINEERI	2,116.00	30,000	27,884.00		
		600-2020	ACCOUNTS PAYABLE	129,892.70-*				
		600-5-810-2-6310	BUILDING MAINTENANCE/REP	121.68	2,000	1,586.09		
		600-5-810-3-6728	CAPITAL IMPROVEMENTS	128,977.00	332,000	98,667.43- Y		
		600-5-811-2-6413	PAYMENT FOR SERVICES	290.00	445,000	131,603.82		
		600-5-811-2-6508	POSTAGE AND SHIPPING	504.02	10,000	860.13- Y		
		610-2020	ACCOUNTS PAYABLE	187.76-*				
		610-5-815-1-6230	EDUCATION AND TRAINING	17.47	1,200	57.47- Y		
		610-5-816-2-6508	POSTAGE AND SHIPPING	170.29	7,000	2,753.22		
		740-2020	ACCOUNTS PAYABLE	56.17-*				
		740-5-865-2-6507	OPERATING SUPPLIES	56.17	8,500	8,067.27		
		999-1300	DUE FROM 001-GENERAL FUN	46,009.78 *				
		999-1303	DUE FROM 110-ROAD USE TA	6,807.31 *				
		999-1317	DUE FROM 600-WATER FUND	129,892.70 *				
		999-1324	DUE FROM 740-STORM WATER	56.17 *				
		999-1331	DUE FROM 610-SEWER FUND	187.76 *				
		999-1339	DUE FROM 305-STREET PROJ	3,298.96 *				
		999-1405	DUE FROM 420 STORM WATER	3,011.84 *				
		999-1435	DUE FROM 50TH STREET BRI	2,116.00 *				
		** 2015-2016 YEAR TOTALS		191,380.52				

PACKET: 03576 0407 COUNCIL AP
VENDOR SET: 01 CITY OF NORWALK
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	4/2016	46,009.78
110	4/2016	6,807.31
305	4/2016	3,298.96
420	4/2016	3,011.84
435	4/2016	2,116.00
600	4/2016	129,892.70
610	4/2016	187.76
740	4/2016	56.17

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Liquor license summary for April 7 council meeting

Name of Applicant/Corp, Sole Proprietor/Partnership:	Lindas Corp
Name of Business:	Cal's Fine Food & Spirits II
Address of Premises:	2351 Sunset Drive Suite 106 Norwalk IA
License #	LC 0034548
License And Privileges:	Class C Liquor License (LC) (Commercial), Sunday Sales
Type of Request:	Renewal
Dates:	05/01/2016 - 04/30/2017
Sketch on file	x
Lease, Final Sales Contract or Warranty deed on file	x
Premises Address correct	x
Notarized Statement	x
Premise zoned correctly	x
Dram Shop: provided by applicants insurance company.	x
Police background check run:	x
City Clerks office:	x

Name of Applicant/Corp, Sole Proprietor/Partnership:	DOLGENCORP, LLC
Name of Business:	Dollar General Store #284
Address of Premises:	1021 Sunset Drive, Norwalk IA
License #	BC 0029868
License And Privileges:	Class C Beer Permit (BC), Class B Wine Permit, Sunday Sales
Type of Request:	Change in ownership/ changing officer in the corporation.
Dates:	03/01/2016 - 02/28/2017
Sketch on file	x
Lease, Final Sales Contract or Warranty deed on file	x
Premises Address correct	x
Notarized Statement	x
Premise zoned correctly	x
Dram Shop: provided by applicants insurance company.	x
Police background check run:	x
City Clerks office:	x

Name of Applicant/Corp, Sole Proprietor/Partnership:	Orchestrate Management V, LLC
Name of Business:	Gateway Market MLK
Address of Premises:	Wright Place, 340 Wright Road, Norwalk IA
License #	LC V 64137
License And Privileges:	5 day license effective 4/23/2016
Type of Request:	5 day license effective 4/23/2016
Dates:	04/23/2016
Sketch on file	x
Lease, Final Sales Contract or Warranty deed on file	x
Premises Address correct	x
Notarized Statement	x
Premise zoned correctly	x
Dram Shop: provided by applicants insurance company.	x
Police background check run:	x
City Clerks office:	x

cc: Chief Staples
cc: Planning and Zoning

City Clerks office requires
Lease agreement/contract

Sketch/drawing of premises
Notarized Statement
Dram Shop: provided by applicants insurance company.
Zoning: Development office



CHILD ABUSE PREVENTION MONTH PROCLAMATION

WHEREAS, Iowa's Children are one of the most precious resources in our state and provide the hope for a brighter tomorrow in Iowa;

WHEREAS, protecting children is everyone's business and we can promote and support safe, healthy families in our community through partnering to protect children;

WHEREAS, child abuse is a community issue and finding solutions depends on involvement and partnerships among people throughout the community;

WHEREAS, effective child abuse prevention succeeds because of partnerships created between parents, practitioners, schools, faith communities, health care organizations, law enforcement agencies, community leaders, politicians, and the business community;

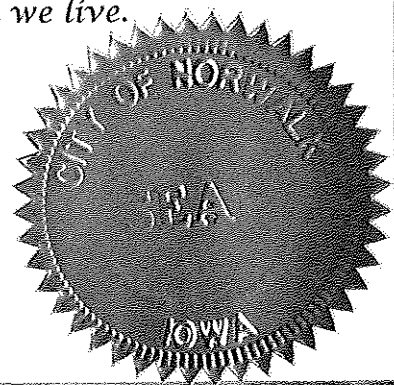
WHEREAS, all citizens need to be more aware of child abuse and neglect and its prevention within the community, and be involved in supporting parents to raise their children in a safe, nurturing society;

WHEREAS, public awareness regarding child abuse and neglect is encouraged by Prevent Child Abuse Iowa and The Child Abuse Prevention Council of Warren County;

THEREFORE, I, Tom Phillips, Mayor of Norwalk, Iowa, do hereby proclaim the month of April 2016 as Child Abuse Prevention Month in Norwalk and urge all citizens, community agencies, religious organizations, medical facilities, and businesses to partner in efforts to prevent child abuse and neglect, thereby strengthening the communities in which we live.


Tom Phillips, Mayor

April 7, 2016





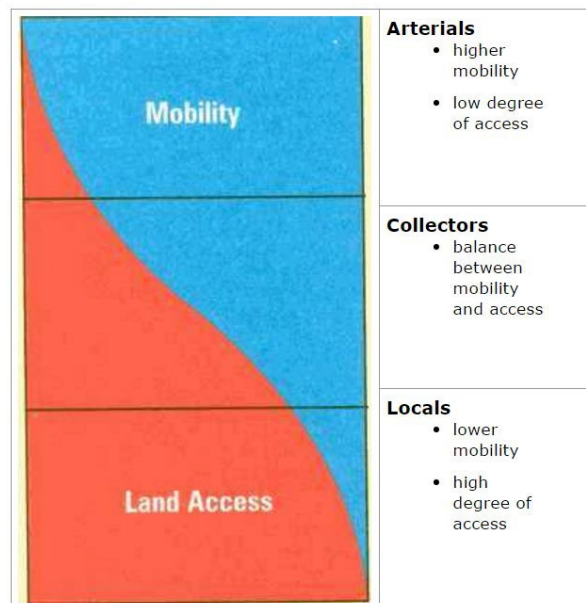
BUSINESS OF THE CITY COUNCIL AGENDA STATEMENT

Item No. 6e
For Meeting of 4.7.2016

REQUEST: Consideration of a resolution requesting changes to the Federal Functional Classification System

STAFF CONTACT: Luke Parris, AICP
City Planner

SUMMARY: The Federal Functional Classification is a system that breaks down the range of mobility and access functions that roadways serve. Roads are classified amongst broad categories of arterials, collectors, and local streets based on the mobility and access provided. The image below illustrates the relationship between mobility and access.



Revising the classification of streets in town is key to better plan future upgrades to the street and control the development style accessing the street. Classification also opens the door for additional funding opportunities through federal grant programs.

<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Contract	<input type="checkbox"/> Other (Specify)
Funding Source: <u>NA</u>			
APPROVED FOR SUBMITTAL _____ City Manager			

RESOLUTION NO. ____

A RESOLUTION APPROVING REQUESTED CHANGES TO THE FEDERAL FUNCTIONAL CLASSIFICATION SYSTEM

WHEREAS, functional classification is the process by which streets and highways are grouped into classes according to the character of service they are intended to provide; and

WHEREAS, the City of Norwalk, periodically reviews the system of streets and highways for appropriate changes to classification of the various segments of the system; and

WHEREAS, a recent review of the system has revealed the need for a change to the federal functional classification of road segments due to increased growth in the community.

NOW, THEREFORE, BE IT RESOLVED that the City of Norwalk hereby requests the Iowa Department of Transportation to request the Federal Highway Administration to make the following changes in federal functional classification:

CHANGES TO FEDERAL FUNCTIONAL CLASSIFICATION SYSTEM

1. Revise the federal functional classification from Local to Collector.
 - Beardsley Street from 50th Avenue and 80th Avenue (2.98 miles)
2. Revise the federal functional classification from Local to Collector.
 - 50th Avenue from North Avenue to County Line Road (2.08 miles)
3. Revise the federal functional classification from Local to Collector.
 - 80th Avenue from North Avenue to County Line Road (1.5 miles)

PASSED AND APPROVED this 7th day of April, 2016.

Tom Phillips - Mayor

ATTEST:

JODI EDDLEMAN, CITY CLERK

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>
Kuhl	___	___
Lester	___	___
Isley	___	___
Riva	___	___
Livingston	___	___



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 6f
For Meeting of 4.07.2016

ITEM TITLE: Resolution adopting position descriptions and compensation for certain position
(Assistant Building Department Coordinator)

CONTACT PERSONS: Wade R. Wagoner, AICP LEED GA Planning & Economic Development Dir.
Tony Stravers, Chief Building Official

SUMMARY EXPLANATION:

Attached is a new position description for an Assistant Building Department Coordinator.

The new individual will report directly to the Development Services Administrative Assistant and will be her only direct charge. This position is in the Development Services Department and also ultimately reports to the Planning and Economic Development Director and Chief Building Official. The position will also provide administrative support to the City Planner when needed.

Also attached is a timeline for implementation.

The attached resolution adopts the position descriptions for the Assistant Building Department Coordinator. It also sets the compensation for the positions.

☒ Resolution ☐ Ordinance ☐ Contract ☐ Other (Specify) _____

Funding Source: _____ General Fund

APPROVED FOR SUBMITTAL _____


Planning and Economic Development Director
Chief Building Official

STAFF RECOMMENDATION: Adopt the resolution by roll call.

RESOLUTION NO. ____

Resolution adopting a position descriptions and compensation range for the Assistant Building Department Coordinator

WHEREAS, the city has employees who render valuable services in performing their duties; and,

WHEREAS, the city strives to maintain a workforce of knowledgeable, well-trained and motivated individuals; and,

WHEREAS, the city wishes to continue to provide superior municipal services to its residents, businesses and visitors; and,

WHEREAS, a position description and an updated pay scale are necessary for various positions to maintain the city's workforce; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORWALK, IOWA, that the position description for the "Assistant Building Department Coordinator" are adopted.

BE IT FURTHER RESOLVED, that the compensation rate effective April 15, 2016 for the Assistant Building Department Coordinator position is \$12 to \$16 per hour.

BE IT FINALLY RESOLVED, that the Chief Building Official and Planning and Economic Development Director are authorized to fill this position as soon as April 15, 2016.

PASSED AND APPROVED, this 7th day of April, 2016.

Tom Phillips, Mayor

ATTEST:

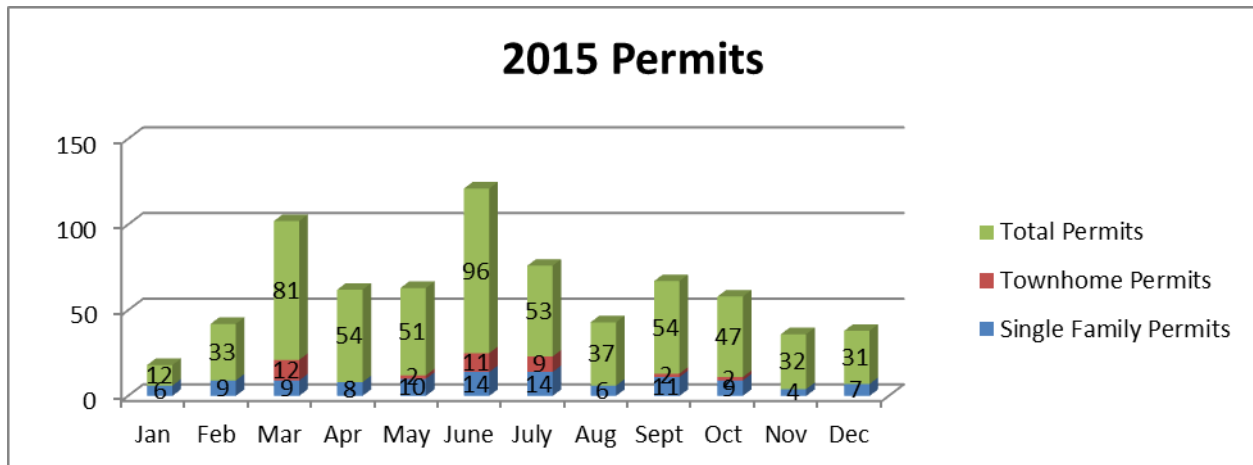
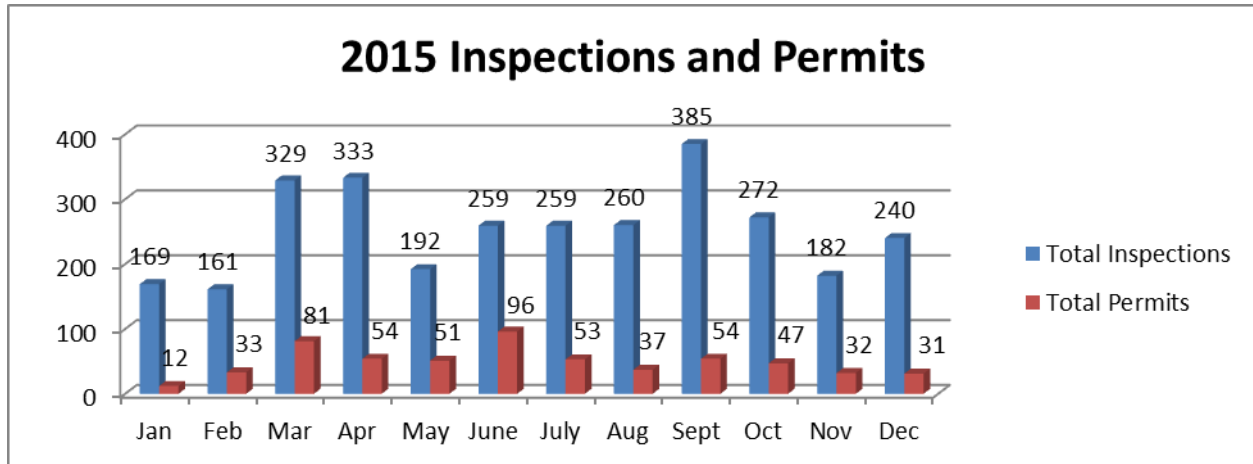
Jodi Eddleman, City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Riva	___	___	___
Kuhl	___	___	___
Isley	___	___	___
Lester	___	___	___
Livingston	___	___	___

Narrative of Timeline:

As you can from the data below. The building department's busy season starts in February and really begins to pick up in March.

Inspection and Permit History



The addition of an additional building inspector in early December has caused the need for additional administrative staff.

The ideal time for this individual to be trained by the Development Services Administrative Assistant and the Chief Building Official would historically be in the slower months. We currently have a temporary person that has in fact been trained during the slower months. Staff is hopeful that this individual is interested in the permanent part time position. If she is interested, now, during the busy season is the ideal time to formalize this needed position.

PROPOSED
City of Norwalk
Job Description and Specifications

Job Title: Assistant Building Dept. Coordinator
Department: Development Services
Job Status: Part-Time 20 hours per week
Residency Requirement: Must live within
30 minutes response time area

Reports to: Planning & Economic Dev.
Director/Chief Building Official
Date: 3-4-16
Pay Range: On file with the City Clerk

Job Function:

Under general supervision of the Development Services Administrative Assistant, performs administrative and office duties. Responsible for maintaining standards of excellence in providing services to the community and support to staff members in the most effective and efficient manner. Performs other duties as may be required.

Equipment Used:

General office equipment and potentially a fleet vehicle.

Principal Duties and Responsibilities:

- Serve as the assistant customer service representative of the office assisting customers, guests or walk in traffic.
- Assists in the collection and reconciliation of daily revenues; prepares bank deposits and enter balance sheet data.
- Telephone support, directing calls to appropriate staff; customer service at the counter, addressing citizen inquiries, comments or complaints; communicate with citizens and other employees personally, over the telephone or in writing.
- Assist in locating information for citizens, department heads, other employees or consultants as necessary.
- Assists and provides principal backup to the Development Services Assistant.
- Ability to work in a fast paced environment and change priorities quickly.
- Receives and follows up on all permits; departmental records and schedules including work orders, inspections, licenses, filing, recording and related permitting.
- Assist other staff members as directed with correspondence, reports or projects as directed.
- Serves as backup secretary to the Planning & Zoning Commission, the Zoning Board of Adjustment, Construction Board of Appeals, and backup to the other boards and commissions as needed; assists in preparation of public hearing documentation and notices.
- Provides backup support in the purchase of office supplies citywide.
- Attend workshops and seminars as approved to further develop knowledge, skills and abilities.
- Comply with all safety rules and attend safety training as directed.
- Assist with preparation of monthly and annual reports in support of department.

- Performs administrative support during absences of Development Services Assistant or as assigned; utilize cross training to assist in this support. Perform other duties as apparent or assigned.
-

Entry Requirements and Skills:

Graduation from high school or GED equivalency and four years of general office experience involving scheduling, public contact and office equipment operation. College course work may be substituted for experience.

Required Special Qualifications:

- Knowledge of basic office procedures.
 - Ability to follow written, verbal or diagrammatic instructions with several concrete variables.
 - Strong organizational and detail-oriented skills.
 - Ability to set up, maintain and retrieve municipal files accurately and consistently.
-

Working Conditions:

- Works in an office setting.
 - Must be available for after hour meetings.
-

Physical Requirements/Essential Functions:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Ability to read, speak, write and understand English to effectively communicate with citizens, City Manager, elected officials and employees by telephone, in written form or face-to-face.
- Must be able to operate computer keyboard, calculator, telephone and similar office machines.
- Must be able to use office software technology including spreadsheet and word programs.
- Ability to perform mathematics necessary for accounting and bookkeeping.

<p>Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements. The City of Norwalk reserves the right to change this job description at any time. The City of Norwalk is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.</p>

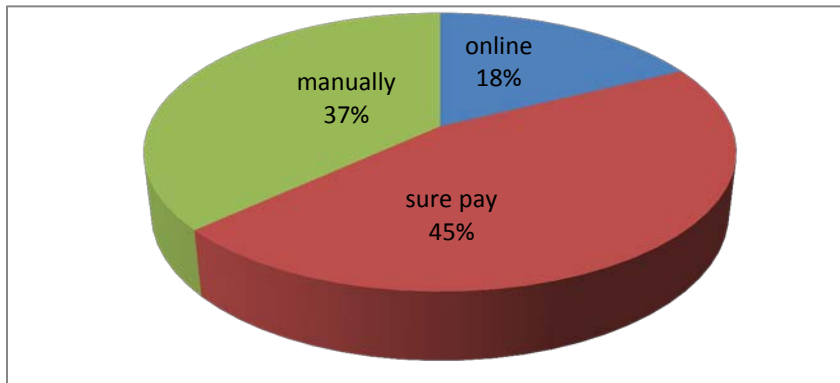
Metro Area Staffing Comparison

CITY	STAFF	Contact	BUILDING PERMITS 3/15	INSPECTIONS	STORMWATER?
NORWALK	1 Chief Building Official 1 Building Inspector .5 Admin Asst	Tony Stravers	81 = total 12 of those townhomes and 8 single family	329	No
West Des Moines	Chief Building Official 4 Building Inspector II (one serves as a Plans Examiner) 3 Building Inspector I (1 1/2 time performs rental insp 2 Secretaries	Rod Van Genderen (rvangenderen@wdm.iowa.gov)	83 = total 20 of those single family or townhomes	422 Bldg; 217 Elec; 142 Mech; 149 Plumb; 759 rental housing (NOTE - significant number of apartments and Microsoft Alluvion)	Public Works/Engineer handles storm water concerns. Once building permit is issued, then Building Division handles storm water (construction site erosion control)
Clive	Building Official Building Inspector 2 Admin Asst	Ryan Mayer (rmayer@cityofclive.com)	40 = total 8 of those single family	135	Yes - depending on issue Bldg Dept is most hands on.
Altoona	Building Official 2 Building Inspectors 1 Admin Asst	Jeff Harden (jharden@altoona-iowa.com)	60 = total 14 townhomes 14 single family	441	Staff member dedicated to storm water management for residential/commercial/subdivision
Pleasant Hill	Building Official Building Inspector Stormwater Coordinator Building Clerk	Michael Pardekooper (mjp@pleasanthill.iowa.org)	6 = total 6 of those were single family	70	Stormwater Coordinator and Building Inspector handle stormwater
Waukee	2 Building Inspectors Admin Asst	Brad Deets (bdeets@waukee.org)	86 = total 52 of those single family and townhomes	373	Does NOT handle stormwater - all handled through Engineering Div in Public Works
Grimes	Building Administrator 2 Building Inspectors 3 Admin Asst	Scott Clyce (sclyce@ci.grimes.ia.us)	41 = total 15 of those single family	278	Handles storm water unless Developmental SWPPP's issues, then Engineering Staff handles



Water Department

Meters were read on February 1st (for January consumption). Residents received bills in the mail around February 16th; payments were due, on these 3,641 **utility bills**, by March 4th. We received 2,138 payments in February. In all, 378 payments were received through our online payment site; 973 were processed through SurePay and the remaining 787 were receipted in manually by City Hall administrative staff from mail, drop box and walk-ins or call-ins.

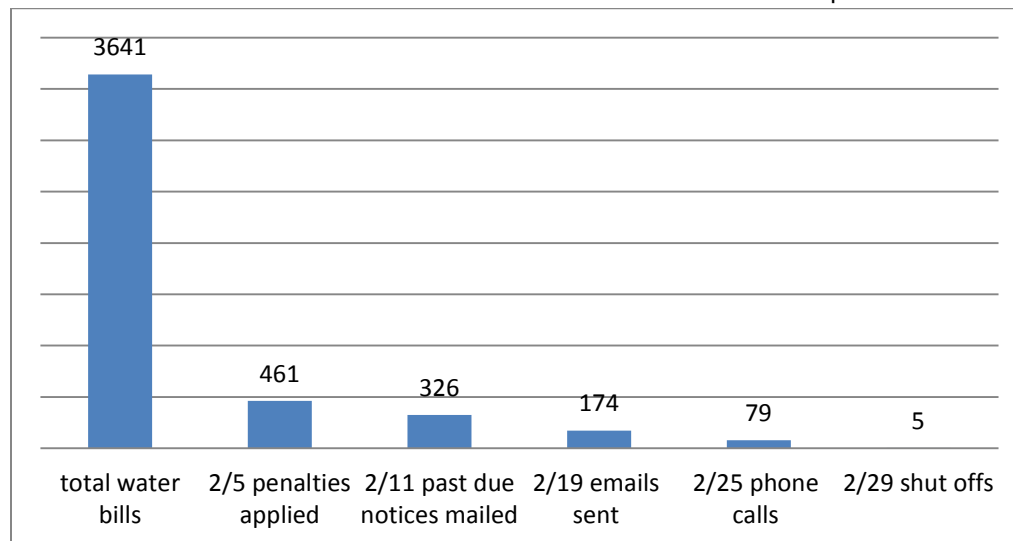


On February 5th, penalties were applied to 461 unpaid accounts. Past due notices were mailed out, on February 11th, to 326 utility customers. This included accounts that had made payment arrangements but were not yet paid and 63 rental properties. Copies were sent to the landlords as well.

As of February 19th, we had current email addresses on file for 174 of the past due accounts and reminders were sent. An additional 46 unpaid accounts did not receive this reminder because they did not provide this information to us.

A third reminder was sent February 25th. An automated phone message regarding their account being subject to shut off went out to 79 residents, who have given us current contact information. The calls were answered, or voicemail picked up, for all except 2.

Staff processed disconnections on February 29th for 5 shut offs; Curb Stop Repair letters will be sent to 1 resident who had a broken stop box.



This month the water department processed 44 **work orders** for meter reads and installations; new or transferred accounts; and disconnections. Included were 14 meters that were replaced. More meters continue to be changed out as residents call in with questions about their bills. If the total consumption is over 1 million gallons, or the meter is more than 13 years old, the water department is setting appointments to get the updated meters installed. Work orders also included 14 new residents, who signed up for service; and 2 current residents, who relocated within the city. There 10 were water meters installed for builders in February and 4 rental units reverted service back to the landlords.

Utility Advisory Commission did not meet in February. The UAC meeting agendas and minutes can be viewed on the website at:

<http://www.norwalk.iowa.gov/Departments/UtilityServices.aspx> .

City Hall Administration

Pick up for the **Compost it!** season will begin March 29th. Premium cart service stickers for 2016 will arrive and be available for purchase at City Hall on March 15th.

Forty-nine **Parking tickets** were paid at City Hall in February and citations, written more than 30 days ago, were returned to the Police Department for non-payment processing.

There were 131 **dog licenses** issued during the month of February, 464 year-to-date. Animal Control was not called out for any unidentified loose dogs this month.

Also at the front counter, during February, approximately 8 **new residents** came in to sign up for service and received a detailed explanation of the new resident packet. This information can also be found on our website at:

http://www.norwalk.iowa.gov/Portals/0/New%20Resident%20Packet/00_2015_07_01_NewResidentPacket_website.pdf

February included the usual monitoring of facebook pages; updates to the City website; preparation of Norwalk Living and Norwalk Notes publications. Media releases can be viewed at:

<http://www.norwalk.iowa.gov/AboutNorwalk/NewsItems.aspx>.

City Council held the regular 1st and 3rd Thursday meetings plus 1 study session in February. Agendas, packets and minutes for each of these meetings can be viewed on the city website at:

<http://www.norwalk.iowa.gov/YourGovernment/AgendasandMinutes.aspx>.

Finance Office

The City files with **Iowa Income Offset** to collect debt for utility bills and EMS fees. 1 new collection was added in February.

The city's bank accounts were **balanced and reconciled** for the current month. Additional FY 16-17 budget information was provided at the February 4th council meeting as follow up to the January presentation. A public hearing will be held March 3rd for further discussion, adoption and certification of the tax levy.



TO: HONORABLE MAYOR AND MEMBERS OF COUNCIL
FROM: RYAN COBURN, FIRE CHIEF
SUBJECT: MONTHLY REPORT – FEBRUARY 2016
DATE: APRIL 1, 2016

Significant Incidents

- There were no significant incidents in the month of November to report.

Training

- Norwalk Fire Department hosted EMS training with the topic of Substance Abuse.
- Olivia Kvitne, founder of Yoga for First Responders gave a presentation and workshop regarding the health benefits of yoga for stress debriefing and overall wellness for firefighter and EMS providers.

Statistical Reporting

- Total number of responses for February - 72
- Fire - 12
- EMS - 60
- Mutual Aid Responses - 5



**Board of Trustees
Fiscal Year 2016**

Board of Trustees

Tom Dunn
President

Andrea Johnson
Treasurer

Cindy Gavin
Secretary

Dyann Vilez

Elizabeth Thompson

Judy Corcoran

Steve Clarke

Holly Sealine
Director

**Norwalk Easter Public Library
Monthly Director's Report
March 2016**

Monthly Statistics (Used for Annual Report to Sate Library):

- Library Visitors during previous month: approx. 4,275
- Circulation of items during previous month:
 - 6,080 (items within library)
 - 625 (Bridges items)
 - 81 (Zinio items)
 - **6,786 Total**
- New Accounts during previous month:
 - 36 adult accounts
 - 4 juvenile accounts
- Meeting Room Rentals during previous month:
 - 11 rentals
- Reference Interactions during previous month:
 - 26 @ Circulation Desk
 - 42 @ Youth Services Desk
 - **68 Total**
- Library Volunteers during the previous month:
 - 3 participants
 - 8 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	17	448
Teen	1	18
Adult	3	22
Adult Outreach	3	24
Technology Help Sessions	3	3
Exam Proctoring	0	0

Assistant Director:

February Stats:	
Total # of Items Added	143
Total # of Items Withdrawn	358

Youth Services:

February was a fun month at the library! We hosted a kid's cooking class, an after-hours teen pizza and game night, drop-in activities when there was no school, and our regular after school and story time activities. We even had 11 babies at our monthly baby time for bubbles, bounces, and songs!

Adult Services:

February was a light month (no book club), but had fairly good attendance for the 3 programs, there were 22 participants:

1. 5 attended **Craft Night** – Stenciling (a couple were sick and couldn't come last moment)
2. 7 attended the **Foundation Outreach** program for the presentation on "Caddy Stacks." There was good support and discussion, and the date for this special summer read event and fundraiser will be July 1-3rd. Plans are moving forward and this month will be recruitment for sponsors.
3. 10 attended the second presentation in the **Trending Topics** series "Doing More With Less: Tiny Houses." Sean Spain, builder brought a slide show of 3 of the houses he's built for clients. There was a good conversation, with questions and answers from participants.
4. Most of this month was in preparation for a very busy March and other upcoming programs, including summer read.

February 2016 Park and Recreation Activities

February Highlights

February is the month that typically winds down our winter programs and get us motivated for Spring. Dream Team and Little Hoopers, Women's Volleyball, Sunday Open gym, Adult Volleyball and Adult exercise programs all ended. The Daddy Daughter Dance was held at St John's this year with an abundance of laughter, dancing, and a good time.

Park Commission Board

The board met on February 3. Five members were present. The pool, sports complex rental fees, brochure and Elizabeth Holland Park were the main topics discussed.

Staff

The brochure was complete and sent off to the printers. It should be back the first week of March for disbursement. Nancy and Jeff attended a one day pool school in Des Moines. Louise is back working at least half days, working her way up to full days.

Activity	Team	Participants
Craft Club		9
Art Class		10
Soccer: KB	6	38
soccer: KG	4	30
Soccer: J4K	20	117
Soccer: 1-2B	4	30
Soccer: 1-2G	4	42
Soccer: 3-4C	2	26
Soccer: 5-7C	2	21
Daddy Daughter Dance		188
OPALS Lunch		12
Fitness: SB, EB, Cir		36

Submitted by
Nancy Kuehl, Director

Norwalk Community Development February 2016 Monthly Report



Planning & Economic Development:

School Land Acquisition

City staff has been assisting the Norwalk School District in identifying potential sites for the location of a new elementary school. A demographic study completed for the school district identified a need for the new elementary school by 2020. The School District is currently working with Bishop Engineering to evaluate the feasibility of several sites to be serviced by the needed infrastructure for a school. The School District realizes the need for the new school is near and is working quickly to move forward with the project.

Comprehensive Plan and SubArea 1 Workshop

On February 11, 2016, the City Council and the Planning and Zoning Commission held a Joint Workshop to discuss an update to the City's Future Land Use Plan and the progress of the SubArea 1 Master Plan project. The discussion regarding the Future Land Use Plan revolved around residential growth policies, maintaining the current character of Norwalk, and identifying areas that need to be revisited on the Future Land Use map. The group focused on the following:

- Concern with large areas designated as high and medium residential development
- Controlling the development of large apartment complexes, perhaps several land use categories for townhomes and apartments
- Defining land use policies for high density residential development
- The 50th Street corridor as a main development corridor in the City, particularly along the north end near West Des Moines and the new Microsoft development
- The area near 50th Street and G14 as a potential node for development with more density and retail
- Add bike trail planning as part of the Comprehensive Plan
- Consider the impacts development has on storm water management and identify new locations for regional storm water detention facilities
- Identify neighborhoods to promote a sense of community ownership

Discussion on the SubArea 1 Master Plan focused on the type of development the City would want to see along the east side of Iowa Highway 28. There was a strong desire to avoid the corridor developing similar to the Merle Hay corridor in Des Moines, particularly wanting to limit a string a box retail. The highlight of the area was envisioned as a walkable main street/town center but also recognizing that the development needs to be economically viable and sustainable. This may mean a portion of the Iowa Highway 28 frontage may include a larger retail use. The SubArea would also contain a mix of uses including residential, office, civic, and park uses.

The City Staff has set a public input meeting for both projects on March 24, 2016 at 5:30 PM at the Norwalk Public Safety Building, 1100 Chatham Avenue. A flyer for the meeting is included at the end of this report.

Welcome Sign Update

Jonathan Martin with RDG Planning and Design has indicated that drawings, estimates, and bids should be reading in March. In seeking estimates, Mr. Martin indicated that prices for the decorative arches and manufactured stone on the back side of the sign would be broken out separately. The City Council will need to approve the final design. Once approved, Mr. Martin indicated that the construction of the sign would take a couple of months.



Proposed sign concept

Cort Landing rezoning

In 2015, the City rezoned property at the northwest corner of Wright Road and Iowa Highway 28 from commercial to single family residential, with one commercial parcel being left at the corner of Elm Avenue and Iowa Highway 28. The developer and engineer have analyzed the feasibility of developing this parcel commercially and determined that it would be difficult due to City buffer requirements. The developer is requesting that the City consider a rezoning of the parcel from C-2 commercial to R-1 single family residential.

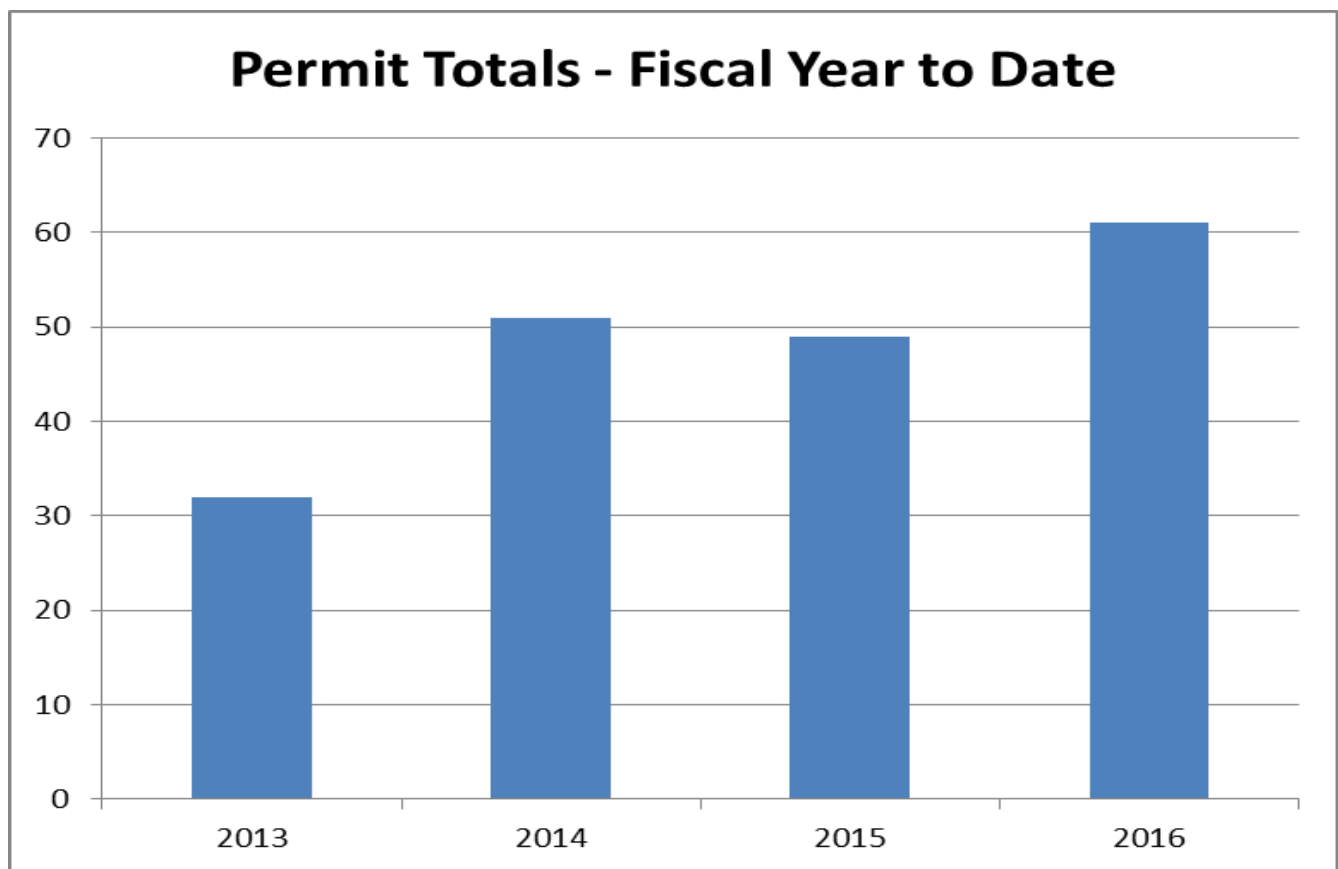
AmericInn

Representatives from AmericInn have been in contact with City staff regarding the potential development of a hotel in the City. On March 7, 2016, the AmericInn representatives held an informational meeting for the project seeking potential local investors. AmericInn would like to pull together 30% of the project cost through local investors before the project would begin. As of this time, AmericInn is considering multiple sites throughout the community.



Building Department - Permit Information:

City of Norwalk -February New Construction Building Permits								
BP Issued	Single Family	Value	Townhome	Value	Multi-Family	Value	Commercial	Value
2016								
This month	6	\$ 1,366,369	0	\$ -	0	\$ -	0	\$ -
YTD	10	\$ 2,314,945	0	\$ -	0	\$ -	0	\$ -
FYD	61	\$16,090,122	13	\$ 2,987,492	0	\$ -	0	\$ -
2015								
This month	9	\$ 2,997,108	0	\$ -	0	\$ -	0	\$ -
YTD	15	\$ 4,617,288	0	\$ -	0	\$ -	0	\$ -
FYD	49	\$15,277,168	6	\$ 1,556,396	4	\$12,340,784	1	\$ 1,233,986
2014								
This month	2	\$596,483	0	\$0	0	\$ -	0	\$0
YTD	5	\$2,000,434	0	\$0	0	\$ -	1	\$4,072,969
FYD	51	\$16,449,777	21	\$5,516,923	0	\$ -	1	\$4,072,969
2013								
This month	1	\$325,147	0	\$0	0	\$ -	0	\$0
YTD	3	\$811,512	0	\$0	0	\$ -	0	\$0
FYD	32	\$9,038,119	14	\$2,431,310	0	\$ -	1	\$144,720



Building Permit Revenue Report			
PERMIT TYPE	MONTHLY TOTAL	FEBRUARY REVENUE	FYD REVENUE
Apartment Building	0	\$ -	
Commercial Addition	0	\$ -	
Commercial Building	0	\$ -	
Commercial Remodel	0	\$ -	\$ 1,038.83
Deck	0	\$ -	\$ 450.00
Demolition	1	\$ 100.00	\$ 200.00
Driveway	1	\$ 25.00	\$ 425.00
Electrical	5	\$ 310.00	\$ 5,580.00
Fence	2	\$ 50.00	\$ 925.00
Garage	0	\$ -	\$ 1,504.32
Misc	1	\$ 25.00	\$ 193.99
Mechanical	1	\$ 80.00	\$ 5,703.00
Plumbing	5	\$ 335.00	\$ 5,892.00
Porch	0	\$ -	\$ 385.97
Pool	0	\$ -	\$ 40.00
Residential (Single Family)	6	\$ 13,829.33	\$ 146,011.66
Residential Addition	0	\$ -	\$ -
Residential Remodel	3	\$ 872.35	\$ 3,164.42
Shed	0	\$ -	\$ 175.00
Sidewalk	1	\$ 25.00	\$ 50.00
Sign	2	\$ 89.40	\$ 360.60
Townhome	0	\$ -	\$ 31,009.53
	28	\$ 15,741.08	\$203,109.32

FY 15-16 Budget	In the BLACK
\$120,000	\$ 83,109.32

Together Tony and Chris averaged 10 inspections a day during the 21 working days in January.

The department continues to work on some code enforcement issues with the City Attorney.

As spring is getting closer, the amount of building permits and inspections continue to slowly climb.

FEBRUARY BUILDING INSPECTIONS

Deck	1
Electrical	22
Final	65
Footing	11
Foundation Drain	1
Foundation Wall	8
Framing	23
Mechanical	22
Plumbing	41
Sheer Wall	7
Sidewalk/Approach	4
Tar/Tile/Gravel	2

TOTAL INSPECTIONS 207

Planning and Zoning Commission

The Planning Commission met on February 8, 2016 and discussed the following items:

- Review of Silverado Ranch Estates Plat 2 Final Plat
- Discussion of boundary for the Founder's Single Family District
- Update on the Subarea 1 Planning Process
- Joint City Council and Planning & Zoning Commission Workshop on Subarea 1 and Future Land Use Plan Update
- The Job of the Planning Commissioner by Albert Solnit
- Election of Commission Chair, Vice-Chair, and Secretary

Board of Adjustment

The Board of Adjustment did not meet in February.

Code Enforcement

City staff worked with Kim Paulsen, 1168 Columbine Circe, to address several nuisance complaints at his property. Staff and Mr. Paulsen agreed on a course of action to address the complaints and will revisit progress in the coming months.



Your Input is Needed - Share Your Ideas for Norwalk's Future Growth

Your input is crucial in assisting the City in determining the vision for future development in Norwalk. We are holding a public meeting to gather input from interested residents and business owners.

City staff and elected City leaders are working with the planning consultant firm Confluence to review and revise the plans for future growth of Norwalk and we need your help.

The meeting will focus on the Future Land Use Plan for the community, a part of the City's overall Comprehensive plan that identifies the projects and policies for the future development of the City. The Future Land Use Plan identifies the location of various land use categories in the City. This sets the stage for the location of future commercial and residential developments in the community.

Join us on Thursday, March 24, 2016 at 5:30 PM. The meeting will be held at the Norwalk Public Safety Building at 1100 Chatham Avenue. Everyone is encouraged to come out to the public input meeting and help us plan the future of our City.

Thursday, March 24 @ 5:30 P.M.

**Norwalk Public Safety Building
1100 Chatham Avenue**

**Discussion of future plans
for the City of Norwalk**





TO: HONORABLE MAYOR AND MEMBERS OF COUNCIL
FROM: GREG STAPLES, CHIEF OF POLICE
SUBJECT: MONTHLY REPORT –FEBRUARY 2016
DATE: APRIL 7, 2016
CC:

Significant Incidents

- A burglary to residence occurred where the suspect was caught on video. Warrants were obtained. The suspect has fled to Nebraska
- The department received several cases of identity theft where unknown persons applied for credit in others names or used others names to obtain services
- Officers continued to investigate leads associated with a string of theft from motor vehicle incidents reported in December. This case is almost completed
- Police calls for service continued the upward trend seen over the last years. Calls are up **59.3%** year to date over 2015

Community Policing / Involvement

- On the 2nd Chief Staples attended the Public Safety CIAC Meeting
- On the 3rd Chief Staples attended the Polk County Sexual Assault Response Team award luncheon
- On the 8th Chief Staples attended a preliminary meeting for the School Superintendent interview process
- On the 13th Chief Staples attended Community Chat
- On the 16th Chief Staples helped to present a training session on the laws involved with alcoholic beverage service. This was conducted in conjunction with employee and Family Resources
- On the 25th Chief Staples attended the Lakewood Village Association meeting
- On the 26th Chief Staples helped to raise money for Blank Children's Hospital – Child Life Programs
- On the 29th Chief Staples participated in the School Superintendent interview process
- The bike patrol did not operate in December

Training

- On Feb 1- Feb 5, Sergeant Downing attended phase 2 of the Leadership in Police Organizations class
- On Feb 10 and 17 the entire department received training in defensive tactics, use of force and use of the impact baton

Statistical Reporting

Traffic and General Activities

	Feb	Feb	
	2015	2016	Change
Traffic Related			
Traffic Stops	118	89	-29
Moving Violations	27	21	-6
<i>Speeding</i>	26	11	-15
Impaired Driving	0	4	4
Equipment / License Citations	10	14	4
<i>Occupant Protection</i>	2	1	-1
Written Warnings	58	42	-16
Crash Investigations	4	8	4
General Activities	2015	2016	Change
Drug Investigations	3	5	2
Officer Initiated Incidents	2	2	0
Public Service Calls	41	57	16
Calls For Service	337	616	279

Year to date calls for service have increased **59.3%** over 2015
 Calls for service for February have increased **82.7%** over 2015

Criminal Incidents

	Feb	Feb	
	2015	2016	Change
Crimes Against Person			
Assault Offenses	2	4	2
Sexual Assault Forcible	1	0	-1
Sexual Assault Non-Forcible	0	0	0
Robbery	0	0	0
Homicide	0	0	0
<i>Subtotal</i>	3	4	1
Crimes Against Property	2015	2016	Change
Burglary	0	1	1
Fraud / Forgery / Embezzle	2	6	4
Theft / Larceny	2	7	5
Motor Vehicle Theft	0	0	0
Property Damage	1	4	3
<i>Subtotal</i>	5	18	13
Total	8	22	14

3 of the 4 property damages cases were cleared

MEMORANDUM

TO: Tom Phillips, Mayor; Norwalk City Council

FROM: Tim Hoskins, Public Works Director

DATE: April 7, 2016

RE: Public Works Activity Report

Period: February, 2016

WATER ACTIVITIES:

- Daily master pit readings
- Installation of meters with new development and change-outs
- Utility locates as required
- Investigate water loss in Bedwell's well
- Assist with Founders District Water replacement project as needed
- Install additional barricades at pump station for security
- Perform chlorine samples as required for IDNR reporting
- Complete Monthly Operating Report for IDNR
- Transport bacterial tests to DMWW Lab

WASTEWATER ACTIVITIES:

- Perform lift station daily checks and recording
- Clean lift station grit baskets-weekly
- Inspect manholes in remote areas

BUILDING & BOUNDS:

- Perform monthly inspections
- Daily custodial duties
- Repairs to Polaris for snow removal activities
- Raise and lower flags as required
- Set up meeting room at safety complex for Council work sessions
- Perform snow and ice removal on all municipal sidewalks

ANIMAL CONTROL:

- Pick up dogs
- Tend to dogs held in kennel
- Clean and sanitize kennel

REQUESTS FOR SERVICE WORK ORDERS:

- Vehicle/Equipment maintenance & repair activities
 - 6-public works
 - 8-police
 - 6-fire
- Building maintenance/repair activities
 - 2-public works
 - 9-safety complex
 - 3-library
 - 3-city hall

02/01/2016	PD	P127	transmission issues
02/01/2016	Library		exterior light repair
	PD		photo cell failure
02/01/2016	PD	P127	service, check wheel /tire sensor

02/01/2016	PD	P130	driver's seat controls don't work
02/02/2016	Library		door counter not working
02/05/2016	PD		water leak in Charry St. garage
02/05/2016	PD		repair emergency light at west entrance
02/04/2016	PW	1044	repair lower right plow brace (made new)
02/05/2016	PW		repair to west entry emerg lite, Mechanical room emerg lite
02/08/2016	PW	1042	heater leaking antifreeze
02/07/2016	PD	P131	breaks making noise while driving
02/07/2016	PW	1035	plow hitch loose from frame, rotate tires
02/10/2016	PW	1043	transmission not down shifting
01/28/2016	PW		light over schools transportation entrance out
02/11/2016	PD		toilet in back of PD is not working
02/10/2016	PD		place no parking signs on both sides of drive into the middle school
02/09/2016	PD/FD		replace US flag at FD, replace IA flag at PD
02/10/2016	FD		install non-slip surface on steps
02/14/2016	PD	126	service & license plate out
02/14/2016	PD	130	service
02/15/2016	PD	P187	service
02/17/2016	PW	1053	repairs to damaged snow plow (Polaris)
VOID			
02/17/2016	City Hall		check-thermostat in conference room/stays cold
02/22/2016	PW	1036	bucket attachment not working
02/25/2016	City Hall		motion sensor in clerk's office not working
02/15/2016	Library		new door counter needed/water leak at toilet is staff restroom
02/25/2016	FD	615	service
02/25/2016	FD	610	service
02/25/2016	FD	611	service
02/25/2016	FD	617	service
02/25/2016	FD	627	service
02/25/2016	FD	616	service
02/26/2016	PD		repairs to heater in entrance area
02/29/2016	PD	130	repair radar power cord
02/29/2016	CH		repair holes in walls left from picture hangers
02/29/2016	FD		remove excess lights from conversion project

NUISANCE ABATEMENTS:

- 13 Nuisance complaints addressed

02/01/2016	701 BEARDSLEY ST	JAMES, VIEGINIA REV TST/JAMES, ROBERT FAMILY TST	JUNK VEHICLE
02/04/2016	1107 HUNTER DR	BASSETT, ROBERTA	SNOW ON WALK
02/04/2016	1203 HUNTER DR	MERRIMAN , DANIEL T/LESLIE D	SNOW ON WALK
02/04/2016	1102 HOLLY DR	BESSLER, JENNIFER L	SNOW ON WALK
02/05/2016	1409 MEADOW DR	SAMMON, L. CHRISTINE	SNOW ON WALK
02/09/2016	909 SOUTH AVE	HUGHES, LARRY L/BETTYE J	VEHICLE ON LAWN
02/09/2016	914 HUNTER DR	SHIPMAN, JAMES R	JUNK VEHICLE

02/11/2016	1619 N. AVE,817 & 909 E.17TH	GARWIN TRUST	STREET & SIDEWALK SNOW
02/11/2016	706 MARIE AVE	RUDOLF INVESTMENTS, LLC	VEHICLE ON LAWN
02/11/2016	4477 LAKEWOOD DR	RIBBLE, HEATHER M	SNOW ON WALK
02/15/2016	244 SNYDER	NO SUCH ADDRESS	STREET & SIDEWALK SNOW
02/24/2016	593 COUUMBINE DR	URLIS, KARA D	RUBBISH/DEBRIS
02/25/2016			LINE ACROSS CART PATH

ROADWAY RELATED ACTIVITIES:

- Snow & ice removal as needed
- Pre-storm brine applications
- Fill pot holes
- Snow fence maintenance
- Right of way clean-up
- Street sweeping
- Pavement repairs at water main break on Main Street
- Set up no parking signs at middle school drive for PD
- Perform vehicle inspections
- Rehabilitate arrow board trailer
- Install strobe lights on the end of each truck wing
- Conduct sign inventories in new subdivisions
- Equipment Fabrications
- Post storm equipment cleaning & inspections

STORMWATER INSPECTIONS AND REPORTING:

- Finalize annual report for submittal to the Iowa Department of Natural Resources
- Perform inspections as required
- Intake inspections for restrictions
- 40 site inspections performed in support the MS4 requirements on the City

Storm Inspections

DATE	LOCATION	OWNER/ CONTRACTOR	DISCRIPTION	INSPECTION TYPE
02/17/2016	304 BRAEBURN DR	COVENANT CONSTRUCTION SERVICES		RANDOM
02/17/2016	ORCHARD VIEW 1,2 & 3	NORWALK LAND COMPANY	EROSION CONTROLS	RANDOM
02/17/2016	MARKET PLACE AT ECHO VALLEY	UNITED PROPERTIES INVESTMENT CO		RANDOM
02/17/2016	BLOOMING HEIGHTS	DILLIGENT		RANDOM
02/17/2016	THE VILLAGE ON THE RIDGE	ECHO VALLEY REALTY		RANDOM
02/17/2016	ROLLING GREEN PLATS 5, 6 & 7	DAVE ALBRIGHT		RANDOM
02/18/2016	126 W HIGH RD	ORTON HOMES	MUD ON STREET	RANDOM
02/18/2016	214 W HIGH RD	GRAYHAWK HOMES	CONTROLS//ENTRANCE/EXIT ROCK	RANDOM
02/18/2016	112 BALFOUR DR	HUBBELL	POTTY/CONTROLS	RANDOM

02/18/2016	330 GEORGETOWN PLACE	HAPPE HOMES		RANDOM
02/18/2016	3367 SILVERADO DR	DAWN COLLINS		RANDOM
02/18/2016	2880 PARK PLACE	R.M. MADDEN		RANDOM
02/18/2016	2882 PARK PLACE	R.M. MADDEN		RANDOM
02/18/2016	2867 JADEN LANE	R.M. MADDEN		RANDOM
02/18/2016	703/ 704/ 711/ 715 & 719 NEWPORT	HUBBELL		RANDOM
02/18/2016	629/ 633/ 637/ 641 & 645 NEWPORT	HUBBELL		RANDOM
02/18/2016	LEGACY LANDING	HUBBELL		RANDOM
02/18/2016	1021 NORWOOD CT	BLUESKY CONSTRUCTION		RANDOM
02/29/2016	2707 SHADY LANE DR	JERRY'S HOMES	ENTRANCE/EXIT ROCK	RANDOM
02/29/2016	2711 SHADY LANE DR	JERRY'S HOMES	ENTRANCE/EXIT ROCK	RANDOM
02/29/2016	ROLLING GREEN PLATS 5, 6 & 7	DAVE ALBRIGHT		RANDOM
02/29/2016	1021 NORWOOD CT	BLUESKY CONSTRUCTION	DIRT ON STREETS/EROSION CONTROLS	RANDOM
02/29/2016	550 LEGACY CT	SHOWCASE HOMES	DIRT ON STREETS/EROSION CONTROLS	RANDOM
02/29/2016	200 HIGH RD	ORTON HOMES		RANDOM
02/29/2016	196 HIGH RD	ORTON HOMES		RANDOM
02/29/2016	114 W HIGH RD	ORTON HOMES		RANDOM
02/29/2016	122 W HIGH RD	ORTON HOMES		RANDOM
02/29/2016	126 W HIGH RD	ORTON HOMES		RANDOM
02/29/2016	1927 WETHERSFIELD DR	WOLF CONSTRUCTION	EROSION CONTROLS	RANDOM
02/29/2016	2018 WETHERSFIELD DR	SAWYER HOMES		RANDOM
02/29/2016	2053 WETHERSFIELD DR	HUBBELL	TRASH	RANDOM
02/29/2016	1802 WETHERSFIELD DR	HUBBELL	EROSION CONTROLS	RANDOM
02/29/2016	1722 WETHERSFIELD DR	HUBBELL		RANDOM

02/29/2016	1716 WETHERSFIELD DR	HUBBELL		RANDOM
02/29/2016	112 BALFOUR DR	HUBBELL	DIRT ON STREETS/EROSION CONTROLS	RANDOM
02/29/2016	304 BRAEBURN DR	COVENANT CONSTRUCTION SERVICES		RANDOM
02/29/2016	322 BRAEBURN DR	ALLEGiant HOMES		RANDOM
02/29/2016	105 ORCHARD TRAIL	FLYNN DEVELOPMENTS	MUD ON STREET	RANDOM
02/29/2016	414 VALENCIA CT	DAVID MORAWSKI		RANDOM
02/29/2016	ORCHARD VIEW 1,2 & 3	NORWALK LAND COMPANY	14/21 EROSION CONTROLS	RANDOM

ADMINISTRATIVE:

- Prepare documents for council meetings
- Attend City Council meetings
- Attend Metro Waste Authority Executive Director Search Committee Meetings
- Attend Wakonda progress meeting
- Attend Metro Public Works Managers meeting
- Review & comment development construction plans
- Meet with postmaster on mail boxes for Wakonda project
- Participate in Beardsley Detention Phase I pre-construction meeting
- Meet with venders for asset management programs
- Conduct interviews for Public Works Superintendent position
- Participate in interview process for school superintendent position
- Participate in Orchard View Regional Detention Bid Letting
- Review plats
- Participate in depositions for upcoming employee litigation
- Attend WRA tech committee meeting
- Participate in CIRDWC Tech. Advisory Committee
- Participate in school facility site meeting
- Meet with consultant for LED light conversions
- Attend WRA Board meeting
- Meet with DOT regarding access for Masteller intersection at Hwy 28
- Meet with Des Moines Water Works engineer staff for future water options
- Attend MWA Board meeting
- Meet with RDG regarding community entrance signage project

TREASURER'S MONTHLY REPORT - CITY OF NORWALK JANUARY 2016							
FUND	Beginning Cash Balance	MTD Revenue	MTD Expenditures	Cash Basis Balance	Net Change Other assets	Net Change Liabilities	Accrual Ending Cash Balance
General	1,210,817.36	152,138.64	332,086.26	1,030,869.74		-17,504.11	1,013,365.63
Trust & Agency	36,202.24	-2,205.00	10.00	33,987.24			33,987.24
Road Use Tax	817,624.12	80,505.11	20,407.41	877,721.82		741.31	878,463.13
Special Revenue	886,179.73	4,180.34	115,908.08	774,451.99		-1,300.07	773,151.92
T&A Self funding	(9,832.24)		366.45	-10,198.69			-10,198.69
TIF	2,932,731.80	10,850.76	-171,849.50	3,115,432.06			3,115,432.06
HIDTA forfeiture	18,083.64	2,205.00	0.00	20,288.64			20,288.64
Economic Development	12,727.77	0.00	-3,191.83	15,919.60		0.42	15,920.02
Emergency Fund	32,038.47	0.00	0.00	32,038.47			32,038.47
T&A Plumbers Bonds	10,395.71	0.00	0.00	10,395.71			10,395.71
T&A Library Trust	28,923.79	263.17	10,112.00	19,074.96			19,074.96
T&A Park Trust	119,087.24	828.87	0.00	119,916.11			119,916.11
Debt Service	289,782.22	6,626.34	0.00	296,408.56			296,408.56
Capital Improvements	(319,518.28)	36,377.05	213,614.00	-496,755.23			-496,755.23
NCIS Infrastructure	762,115.17	56.83	0.00	762,172.00			762,172.00
Water Utility	860,699.22	118,676.07	90,315.61	889,059.68		-80,130.14	808,929.54
Water bond/sinking fund	41,378.77	0.00	0.00	41,378.77			41,378.77
Water Improvement	259,976.17	0.00	0.00	259,976.17			259,976.17
Water T&A	218,849.38	1,896.23	670.00	220,075.61			220,075.61
Water equipment replacement	60,288.00	0.00	0.00	60,288.00			60,288.00
Sewer Utility	812,540.86	169,528.18	206,084.58	775,984.46		12.87	775,997.33
Sewer bond/sinking fund	135,798.20	0.00	0.00	135,798.20			135,798.20
Sewer Improvement	164,537.22	0.00	0.00	164,537.22			164,537.22
Sewer Surplus	69,978.67	0.00	0.00	69,978.67			69,978.67
Northwest Sewer Trunk	(89,656.85)	5,314.00	-3,813.67	-80,529.18			-80,529.18
Sewer equipment replacement	90,683.77	0.00	0.00	90,683.77			90,683.77
Storm Water	1,006,895.99	27,870.81	-22,813.68	1,057,580.48		-109.53	1,057,470.95
Storm water equipment replacement	15,000.00	0.00	0.00	15,000.00			15,000.00
Warren Water Buyout	133,489.42	9.95	0.00	133,499.37			133,499.37
Equipment Revolving	(177,323.93)	0.00	1,898.00	-179,221.93			-179,221.93
Outstanding Deposits							-17,879.62
Outstanding Checks							107,570.57
Bank Balance							<u>10,247,213.97</u>
ACH CC PAYMENTS P&R							156.50
							126.58
Ending Cash Balance	10,430,493.63	615,122.35	789,803.71	10,255,812.27		-98,289.25	10,247,497.05
City State Bank	6,337,950.77						
City State Bank MM	3,226,621.41						
City State Dog Park	9,008.01						
City State HIDTA	20,288.64						
City State Local Forfeiture Fund	89.00						
Community State Bank	653,539.22						
Total Bank Balance	10,247,497.05						
						Finance Director: Jean Furler	

Yellow

Green